

INVITATION FOR BIDS (IFB) NO. 97-093

TO

FURNISH AND DELIVER

RIDING TRACTOR LAWN MOWERS

FOR THE

UNIVERSITY OF HAWAII AT HILO

HILO, HAWAII

APRIL, 1997

BOARD OF REGENTS

UNIVERSITY OF HAWAII

HONOLULU, HAWAII

TABLE OF CONTENTS

IFB No. 97-093 to Furnish and Deliver Riding Tractor Lawn Mowers for
the University of Hawaii at Hilo, Hilo, Hawaii

	Pages
Notice to Bidders	1
Business Classification Certification Statement	1-2
Bid Form	1-3
Certification for Tax Clearance	1
Technical Specifications	1-3
Special Provisions	1-3

**IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS
TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR BID
PACKAGE.**

BIDDER'S REMINDER:

Tax Clearance Certificate or OPPRM Form 128, CERTIFICATION FOR TAX
CLEARANCE, (see Special Provision).

NOTICE TO BIDDERS

BID FORMS for IFB No. 97-093, Riding Tractor Lawn Mowers, University of Hawaii at Hilo, will be available from and received in the OFFICE OF PROCUREMENT, PROPERTY AND RISK MANAGEMENT, UNIVERSITY OF HAWAII, 1400 LOWER CAMPUS ROAD, ROOM 15, HONOLULU, HAWAII 96822, (an unofficial copy of the IFB is available on the Internet at <http://www.state.hi.us/bids/notice01.htm>) and must be submitted no later than 2:30 p.m., May 5, 1997, and at that time will be publicly opened.

Bids received after the time and date fixed for opening will not be considered.

Vendors located outside the Island of Oahu, Hawaii, USA, may request an official copy of the IFB by providing the vendor's name, address, contact person, telephone number, facsimile number, and an account number, billable to the receiver, for express shipment. Requests may be submitted via facsimile, (808) 956-2093. Direct all questions to Bruce Isaacs, (808) 956-8634.

Kenneth P. Mortimer
President, University of
Hawaii and Chancellor,
University of Hawaii at Manoa

Advertised: Honolulu Advertiser
Issue of: April 22, 1997

NOTICE TO BIDDERS

OPPRM FORM 115

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

(See Official Document)

BID FORM
TO
FURNISH AND DELIVER
RIDING TRACTOR LAWN MOWERS

Office of Procurement, Property
and Risk Management
University of Hawaii
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822

To Whom It May Concern:

The undersigned has carefully examined the INVITATION FOR BIDS (IFB) NO. 97-093, TO FURNISH AND DELIVER RIDING TRACTOR LAWN MOWERS FOR THE UNIVERSITY OF HAWAII AT HILO, HILO, HAWAII, and offers to furnish and deliver the equipment to the University of Hawaii at Hilo, Auxiliary Service, 200 W. Kawili Street, Hilo, Hawaii 96720-4091, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB) and shall complete delivery within ONE-HUNDRED TWENTY (120) consecutive calendar days from the date designated in the Notice to Proceed, as follows:

BASIC BID

<u>Description</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Total Amount</u>
Riding Tractor Lawn Mower, new, 1997 or later, as per Technical Specifications.	2	\$_____	\$_____

Manufacturer and Model No. Offered _____

Year _____

Prices shall be f.o.b. destination, including all applicable taxes.

TAX LIABILITY

Both out-of-state and Hawaii bidders are advised that the amount bid on this solicitation is subject to the general excise tax (currently 4%) imposed by Chapter 237, Hawaii Revised Statutes (HRS) and, if tangible property is being imported into the State of Hawaii for resale, the use tax (currently 1/2%) imposed by Chapter 238, HRS. (Refer to Tax Clearance in the Special Provisions and Taxes in the General Provisions.) Bidders are therefore cautioned to consider such taxes in formulating their bids since no adjustments to the prices bid shall be allowed.

BASIS FOR AWARD

The award of contract, if awarded, shall be made to the lowest responsive and responsible bidder on the **TOTAL AMOUNT**.

NOTE TO BIDDERS

An acceptable bid must conform in all material respects to this Invitation for Bids. Any of the following may be grounds for disqualification:

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.
2. Placing conditions on the furnishing of solicited goods or services.
3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.
4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete conditions contained in their bids after bid opening cannot be considered.

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown on the next page, please indicate remittance address below:

Street Address or P. O. Box

City State Zip Code

SIGNATURE PAGE
(See Official Document)

CERTIFICATION FOR TAX CLEARANCE

RE: IFB No.: _____

Project/Title: _____

I certify that I have submitted a State and IRS tax clearance application (DOTAX Form A-6) by mail on _____, (date)
and have not received an original or certified copy at the time I submitted this offer.

Upon receipt of a tax clearance, I will immediately send an original or certified copy by mail to:

Office of Procurement, Property
and Risk Management
University of Hawaii
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822

Signature (Original): _____

Printed Name: _____

Title: _____

Company Name: _____

Date: _____

TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications for the equipment required. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

Furnish and deliver TWO (2) each, Riding Tractor Lawn Mowers, new, 1997 or later, with the following specifications:

1. DIMENSIONS:

A. Wheelbase: not less than 45".

BIDDER OFFERING: _____

B. Overall length: not less than 70".

BIDDER OFFERING: _____

C. Overall height: not less than 42".

BIDDER OFFERING: _____

D. Overall width: not less than 36".

BIDDER OFFERING: _____

2. WEIGHT: curb weight shall be not less than 750 lbs.

BIDDER OFFERING: _____

3. ENGINE AND POWER SPECIFICATIONS:

A. Shall be gasoline powered type.

B. Engine size shall be not less than 16 HP, 2 cylinder.

BIDDER OFFERING: _____

C. Power Train:

1) Hydrostatic pump.

BIDDER OFFERING: _____

2) Automotive differential in cast-iron carrier.

BIDDER OFFERING: _____

3) Ring gear and pinion on ball bearings.

BIDDER OFFERING: _____

4) 30mm axle.

BIDDER OFFERING: _____

5) Drive shaft (no belts).

BIDDER OFFERING: _____

6) Infinite speed.

BIDDER OFFERING: _____

7) Electric front PTO (power take off).

BIDDER OFFERING: _____

D. Brakes: dual.

BIDDER OFFERING: _____

E. Steering: enclosed gear and cam, tilt.

BIDDER OFFERING: _____

4. CAPACITIES:

A. Passenger: ONE (1).

B. Fuel tank: not less than 4.5 gallons.

BIDDER OFFERING: _____

5. SEAT: multi-adjustable, high back vinyl seat.

BIDDER OFFERING: _____

6. SAFETY SYSTEMS: neutral start, reverse safety switch, brake pedal lock.

BIDDER OFFERING: _____

7. MISCELLANEOUS:

A. Minimum 44" mowing deck with THREE (3) blades.

B. TWO (2) sets of original keys, and any update or future changes/amendments that pertain to the mower.

8. WARRANTY: ONE (1) year parts and labor.

All questions pertaining to the Technical Specifications shall be directed to Kolin Kettleson, Auxiliary Services Officer, telephone (808) 974-7369.

Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made in writing in accordance with the General Provisions to the Office of Procurement, Property and Risk Management prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published.

SPECIAL PROVISIONS

1. SCOPE

The Furnishing and Delivering of Riding Tractor Lawn Mowers for the University of Hawaii at Hilo shall be in accordance with the terms and conditions of IFB No. 97-093 and the General Provisions dated February 23, 1997 included by reference. Copies of the General Provisions are available at the Office of Procurement, Property and Risk Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at:
<http://www.state.hi.us/bids/notice03.htm>.

2. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Kolin Kettleson, Auxiliary Services Officer, telephone (808) 974-7369.

3. SUBMITTAL OF TECHNICAL DATA

With their bids, bidders shall submit, in duplicate, manufacturer's literature or brochures with technical data and illustrations of the equipment being offered.

4. DELIVERY

Prior to delivery, the Contractor shall contact the Technical Representative to coordinate delivery of the equipment.

5. MANUALS AND INSTRUCTIONS

The Contractor shall provide the University with operating and maintenance manuals of the equipment furnished under this contract.

6. WARRANTY

The equipment furnished shall be new and as specified. The Contractor shall warrant that all workmanship and materials of equipment furnished under this contract shall be guaranteed for a period of ONE (1) year on parts and labor, from the date of acceptance. The Contractor shall replace and/or repair any defective workmanship and/or materials at no cost to the University during the period of warranty, provided such defects are not due to abuse or negligence on the part of the University.

7. PAYMENT

The Contractor shall be remunerated after satisfactory delivery and upon submission of a properly executed original invoice and ONE (1) copy, indicating the contract number, to the University of Hawaii at Hilo, Business Office, 200 W. Kawili Street, Hilo, Hawaii 96720-4091, no later than THIRTY (30) calendar days following submission of invoice and the acceptance of the equipment.

8. TAX CLEARANCE FOR CONTRACTS

In accordance with Section 103-53, HRS, bidders shall submit with their bid packages, original tax clearances from the State of Hawaii Department of Taxation and the Internal Revenue Service. In the event bidders are unable to obtain a tax clearance by mail in time to include it with their bid packages, bidders may submit a completed OPPRM Form 128, CERTIFICATION FOR TAX CLEARANCE, in place of the DOTAX Form A-6, with their bid packages. However, an original tax clearance must be provided before contract award. Tax clearances obtained shall certify that all tax returns due have been filed, and all taxes, interest, and penalties levied or accrued under the provisions of Title 14 that are administered by the State of Hawaii Department of Taxation and under the Internal Revenue Code against the bidder, have been paid. This shall apply to all contracts, whether with Hawaii bidders, out-of-state bidders, or nonprofit organizations.

This shall not apply to bidders if the State of Hawaii Department of Taxation certifies that the bidder is in good standing under a plan in which delinquent taxes are being paid to the State of Hawaii Department of Taxation (and the Internal Revenue Service, if applicable) in installments.

Offers that are not accompanied by original tax clearances or OPPRM Form 128, CERTIFICATION FOR TAX CLEARANCE, may be considered as non-responsive and may be rejected.

Any questions pertaining to tax clearances may be addressed to the following:

- a. Internal Revenue Service, Compliance Division - LTC
300 Ala Moana Boulevard, #50089
Honolulu, Hawaii 96850-4922
Telephone No.: (808) 541-1160
- b. Department of Taxation
State of Hawaii
Oahu District Office
P.O. Box 259
Honolulu, Hawaii 96808-0259
Telephone No.: (808) 587-4242
Toll-Free: 1-800-222-3229

9. TAX CLEARANCE FOR FINAL PAYMENT

General Provision 7.2 entitled Tax Clearance, is hereby deleted and shall be replaced by the following:

TAX CLEARANCE FOR FINAL PAYMENT

In accordance with Section 103-53, HRS, final payment for the settlement of the contract will not be made by the University until the Contractor has submitted to the University original tax clearances from the State of Hawaii Department of Taxation and the Internal Revenue Service. Tax clearance shall certify that all tax returns due have been filed, and all taxes, interest, and penalties levied or accrued under the provisions of Title 14 that are administered by the State of Hawaii Department of Taxation and under the Internal Revenue Code against the Contractor have been paid.

Notwithstanding Sections 40-57 and 40-58, HRS, if a Contractor fails to provide the original tax clearances within SIX (6) months of the notice of final settlement or completion date of the contract, the University shall assign the final settlement payment in an amount not to exceed the tax liability to the State of Hawaii Department of Taxation or Internal Revenue Service, provided that the State of Hawaii Department of Taxation may first offset its tax debt against the sum owed to the Contractor. This shall apply to all contracts whether with Hawaii vendors, out-of-state vendors, or nonprofit organizations.

The foregoing shall not apply to the Contractor if the State of Hawaii Department of Taxation certifies that the Contractor is in good standing under a plan in which delinquent taxes are being paid to the State of Hawaii Department of Taxation (and the Internal Revenue Service, if applicable) in installments.

Any questions pertaining to tax clearances may be addressed to the following:

- a. Internal Revenue Service, Compliance Division - LTC
300 Ala Moana Boulevard, #50089
Honolulu, Hawaii 96850-4922
Telephone No.: (808) 541-1160
- b. Department of Taxation
State of Hawaii
Oahu District Office
P.O. Box 259
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